

Isolation – Lock out/tag out

Fact: This information paper is to provide guidelines to effectively isolate, tag and lockout sources of energy e.g. electrical, mechanical, hydraulic, chemical and gravitational. This may occur whilst equipment/machinery is being inspected, repaired, maintained, assessed, adjusted or cleaned.



Key Definitions:

Isolation

Isolation involves disconnecting or separating the energy source, to protect the health and safety of people and also equipment and machinery damage. Isolation shall provide positive protection and be achieved by the use of safety lockout padlocks, tags, safety lockout jaws/hasp, blanking off pipelines, gate and ball valve lockout devices, and/or establishment of a physical barrier or separation.

Danger Tag

Danger Tags are used for tagging equipment and machinery when personnel are working on the equipment or machinery. The tag is used to protect **people** from injury or death.



Out of Service Tag

Out of Service Tags are used for tagging equipment or machinery, that is faulty, or out of service. The tag is used to protect the **equipment** or **machinery**.



Never work on equipment or machinery without isolating all relevant energy sources.

Effective Isolation

Before any work is conducted make sure you:

1. Identify the energy source.
2. Isolate the energy source.
3. Test the energy source to ensure the isolation was effective (try to turn equipment on, lower suspended loads, release brakes, measure current or look for visible breaks).
4. Lock the energy source – personal safety lock(s), tags, multi lock device (jaws/hasp) etc.
5. Complete the work - remove locks and de-isolate.



No person is to remove another person's isolation device.

Legislation

Work Health and Safety Act 2011(Qld)
Work Health and Safety Regulation 2011 (Qld)
Electrical Safety Regulations 2013
Managing Electrical Risks in the Workplace 2012